

BUS 100
Introduction to Business
Fall 2023
Course Outline

8:30 a.m. – 9:45 a.m. Tuesday & Thursday
August 30th to December 5th, 2023

In-person ED 623

Final Exam – Saturday, December 9th, 2023 - 9:00 am – 12:00 pm
Location TBD

Instructor: (Melanie) Kim Hebert B.Ed., MBA

E-mail: Preferred is via the Course Email on our UR Courses page

Office Hours: By appointment via Zoom or in-person

Course Site: <http://www.uregina.ca/urcourses/>

TECHNICAL REQUIREMENTS WHEN SELECTING REMOTE LEARNING OPTION

“This course requires a reliable internet connection, a computer and a **webcam** to enable your participation in mandatory course discussions, assignments and/or exams. Use of a webcam is required to maintain academic integrity during this course.”

Students must be able to take part in the class as required by use of Zoom.

- Go to <https://zoom.us/>
- Create a free account or participate as a guest if you prefer
- Join a meeting
- Class meeting ID is 828 841 4654 for the semester

The minimum technical recommendations for both students and instructors are posted here:

<https://www.uregina.ca/spring-summer/technical.html>

Generally, these include:

- A computer that can run a supported version of Windows or MacOS-A screen large enough to view documents and videos-A webcam, microphone, and speakers/headphones/earbuds
- A scanner or device that can take digital photos-Reliable internet access.

This course will use the Proctortrack eProctoring platform for monitoring class exams.

Technical Requirements for Taking an Exam using e-proctoring:

- Computer with Windows operating system version 7 or higher OR MacOS version 10.10.5 Yosemite or higher.
- Minimum 4GB RAM.
- Web browser Mozilla Firefox v20.0 or higher or Google Chrome v25.0 or higher.
- JavaScript enabled and Third-Party Cookies enabled.
- Webcam with camera resolution 800x600 or better.
- Internet connection with minimum 300kbps download, 250kbps upload.

If you have questions about technical requirements or your systems, please contact IT Support at IT.Support@uregina.ca or 306-585-4685 or 1-844-585-4685

COURSE SUMMARY

This course will introduce students to the functional areas of business in a variety of organizations with a focus on Canadian businesses. This course provides an orientation to business and management concepts, and introduces business functional areas – marketing, finance, accounting, operations, human resources, strategy, and organizational behavior – the focus of future business classes. Further, the course covers key processes / topics such as the Canadian business environment, ethics, environmental scanning, risk, and decision-making.

LEARNING OBJECTIVES

The course objectives are to:

1. Understand the environment in which business operates.
2. Introduce the language and culture of Canadian business.
3. Understand how business functions and business processes help businesses succeed.
4. Prepare students for future courses and introduce career options for graduates.
5. Develop and practice qualitative / quantitative analysis and interpretative skills.
6. Enhance teamwork skills and strengthen communication skills.
7. Introduce ethical framework and practice ethical reasoning skills.

The course will use lectures, the required textbook, guest speakers, case studies, quizzes, exams, online resources, and writing assignments to meet these objectives.

BEING SUCCESSFUL IN THIS COURSE

Past students have offered suggestions for a “**Top 10**” success list:

1. ATTEND: In-person/Zoom lectures as required
2. WATCH: All videos
3. READ: Buy a textbook/e-book and read assigned readings in each section.
4. ASK: Seek help and/or clarification if you don’t understand. Don’t wait until just before an exam or assignment.
5. STUDY: Book a fixed time weekly (e.g., Mondays from 2-4 p.m.) to prepare for class and assignments.
6. CREATE: Your own notes for each section.
7. KEEP UP: Do not get behind, it will be difficult if not impossible to catch up.
8. STAY POSITIVE: A bad mark shouldn’t discourage you. Ask how to do better.
9. DO THE EXTRA: Take advantage of the textbook resources, study resources, and other tools to help you get ahead in the class.
10. STAY FOCUSED: Stick to your schedule.
11. HAVE FUN or why are you doing this?

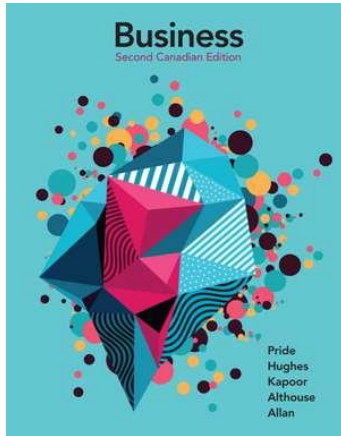
The amount of time spent on each class in order to learn the material and do well in the class is based on a recommended formula. Do the math...

- | | |
|---|----------------------------|
| • Hours in class per week (3 credit hours) | 3 Hours per week |
| • 2 – 3 hours of independent study for each hour in class | <u>6-9 Hours per week</u> |
| (Lecture prep, review, assignments, exam prep) | 9-12 hours per week |

Your goal is *not* just passing this class. BUS 100 is a foundational class where you master a new vocabulary and perspective and gain new skills. You will face competition for jobs (including over 1,500 Hill students) so you need to stand above others – in your marks, in your work and volunteer experience, and in your attitude and skills.

RESOURCES

Textbook:



**BUSINESS, Second
Canadian Edition with
MindTap**

\$148.00

1. ISBN: 9781778410765
2. Author: Pride
3. Publisher: Cengage Learning

[U of R Bookstore Textbook Link](#)

UR Courses:

We will utilize UR Courses for all course material. You will find all power points, readings, links, assignments, and any announcements and changes to course material or deadlines on UR Courses.

Visit **UR Courses class site** *before every class* to ensure you have updated information and any extra resources.

Class assignments are handed in through Turnitin on the site.

Note: Students who have received credit for more than two of BUS 210 (or ADMN 210), BUS 250 (or ADMN 250), BUS 270 (or ADMN 270), BUS 275 (or ADMN 275), BUS 288 (or ADMN 288), BUS 290 (or ADMN 290), BUS (or ADMN) course numbered 300 or higher may not take or receive credit for BUS 100. Students may not receive credit for both BUS 100 and ADMN 100.

ACADEMIC MISCONDUCT AND PLAGIARISM

While you are encouraged to interact with, and learn from, other students in this class, you are required to do your own work. **Plagiarism is a serious issue.** Students plagiarizing others' work will face misconduct penalties. Please avoid actions that constitute academic misconduct including sharing answers to assignments and **communicating with other students in any way during exams.** Be sure you understand the Student Code of Conduct and Right to Appeal, contained in the 2022-2023 Academic Calendar, <https://www.uregina.ca/student/registrar/resources-for-students/academic-calendars-and-schedule/undergraduate-calendar/assets/pdf/2021-22/2022-23-University-of-Regina-UG-Calendar.pdf> or ask your Instructor in advance if you have questions about plagiarism or misconduct.

Using someone else's words as your own (or plagiarism) includes omitting references, in-text citations, and quotation marks. If you are using someone's words or sharing their ideas, you must give them credit through proper citation, or it can be considered plagiarism. Students who plagiarize unintentionally most often do so by failing to include all necessary, in-text citations. In-text citations must be included for any and all information located through research. This includes anything that was not from your own previous knowledge or your own personal research and analysis. Even if the information is paraphrased, it must be cited along with a direct quotation, a fact, a number, a statistic, someone else's opinion, or was found through multiple sources. **You must cite ideas too, not just the words.**

NOTE: ANY level of plagiarism in the form of **ANY** missing in-text citations and/or references **MUST** be referred to the Associate Dean – Undergraduate Program's office for investigation of academic misconduct. Consequences may include a permanent note on a student's file, a 0% on the assignment, or more severe penalties.

GRADING

You are expected to finish **ALL** assigned work. You will receive a grade of zero for any missed work. **There are no late assignments accepted for any reason.** The assignment deadlines are provided to you at the beginning of the course, please plan accordingly. All submissions are submitted through Turnitin (on UR Courses) and must include your name in the file name and on the first page of the assignment. Submission can take some time so you should never submit later than 1 hour **before** time due.

Mark Distribution

Deliverables	Marks
1. Five (5) Short Answer Assignments (2% of final grade each)	10%
2. Assignment	20%
3. Midterm #1	20%
4. Midterm #2	20%
5. Final Exam	30%
TOTAL	100%

COURSE REQUIREMENTS

Exams:

This course will use the Proctortrack remote proctoring platform for verification of student identity and monitoring of class exams. As a result, your personal information will be securely and temporarily collected and stored under the legal authority of The Local Authority Freedom of Information and Protection of Privacy Act. This personal information will include your first and last name, institution name, student number, image, as well as recordings of you and your computer screen during a proctored exam. Students are advised to complete the Student Onboarding process early in the term to allow as much time as possible to resolve any issues that may arise. Further information can be found [here](#).

There are three exams, each with questions in a variety of formats, which may include multiple choice, short answer, longer essay, and mini cases. The exact format will be posted prior to the exam. **All exams are closed-book.** All course material is subject for examination, including guest speaker presentations, case studies, readings, videos, in class assignments, textbook and lecture material.

Midterm #1

The first exam will be held on course material covered before the 1st midterm. Please see the class schedule for the specific topics and chapters to be covered. This exam is an early warning indicator of how well you are doing in class so that issues can be addressed early.

Midterm #2

The second term exam will cover course content from the first Midterm on

Final Exam

The final exam is comprehensive covering course content from the entire semester. Please note: failure to write the final exam will earn a NP (not pass) on your course and will affect your grade point average. You must earn a passing grade on the final exam to earn credit for the class. All sections of BUS 100 write the exam on the same date and at the same time.

If you cannot write the final exam for a medical or other legitimate reason, your final exam may be deferred. However, your Instructor cannot defer the final exam; please contact the Faculty of Business (306) 585-4724 or the Associate Dean – Undergraduate Programs for deferral permission.

Assignments:

Please **submit all assignments via the appropriate Turnitin® link on UR Courses.** Late assignments are not accepted and will be assigned a mark of 0%. **Do not email assignments.** They will not be marked.

Five (5) Short Answer Assignments – 10% of final grade. As per UR Courses

Assignment must be submitted via the turnitin link prior to the deadline. **Late or emailed assignments will not be accepted.**

Individual Assignment – 20% of final grade. As per UR Courses

Assignment must be submitted via the turnitin link prior to the deadline. **Late or emailed assignments will not be accepted.**

In-class Group Assignments and Presentations – As assigned during lectures.

CLASS SCHEDULE

The schedule **may change**. Please check UR Courses for updates.

Key: T = Tuesday and R = Thursday

Date	Topic	Reading(s)
R – Aug 31	Introduction & Course Expectations	Course Outline
T – Sept 5	World of Business	Chapter 1
R – Sept 7	Ethics & Social Responsibility	Chapter 2
T – Sept 12	Global Business &	Chapter 3
	Leveraging Technology	Chapter 4
R – Sept 14	Entrepreneurship	Chapter 5
	Short Answer Assignment #1 Due – 2% of final grade	
T – Sept 19	Forms of Bus ownership	Chapter 6
R – Sept 21	Library	
T – Sept 26	Library Assignment Short Answer #2 Due – 2% of final grade	
R – Sept 28	Management Process	Chapter 7
T – Oct 3	Flexible Organizations	Chapter 8
R – Oct 5	Midterm Exam 1 - 20% of final grade	Chapters 1 – 8
T – Oct 10	Reading Week – No class, no assignments due	
R – Oct 12	Reading Week – No class, no assignments due	
T – Oct 17	Attracting & Retaining Employees	Chapter 9
	Short Answer Assignment #3 Due – 2% of final grade	
R – Oct 19	Motivating Employees & Teams	Chapter 10
T – Oct 24	Labour Relations	Chapter 11
R – Oct 26	Banking	Chapter 18
T – Oct 31	Financial Management	Chapter 19
R – Nov 2	Personal Finance	Chapter 20
T – Nov 7	Accounting – Guest Lecturer	Chapter 17
R – Nov 9	Accounting – Guest Lecturer	
T – Nov 14	Midterm Exam 2 – 20% of final grade	Chapters 9 – 11 & 17
R – Nov 16	Customer	Chapter 12
	Short Answer Assignment #4 Due – 2% of final grade	
T – Nov 21	Pricing & Products	Chapter 13
	Short Answer Assignment #5 Due - 2% of final grade	
R – Nov 23	Promotion & Distribution	Chapter 14
T – Nov 28	Operations Management	Chapter 15
R – Nov 30	Operations Sustainability	Chapter 16
	Individual Assignment Due – 20% of final grade	
T – Dec 5	Last Class – Final Exam Prep and Course Evaluation	
S – Dec 9	Final Exam 9:00 am – 12:00 pm - 30% of final grade	

SUPPORT SERVICES – RESEARCH, STUDYING & WRITING

Each business student is assigned a faculty academic program advisor, who is a great resource if you have any academic issues or questions. Other U of R services provided are:

- The **Student Success Centre** provides personalized guidance and support to students in achieving their university, professional development, and life goals. <https://www.uregina.ca/student/ssc/>
- The **U of R Library** staff are always glad to help to students with research and assignments. Our business librarian, Kate Cushon is available to provide guidance on your E-Scan and term project. The library has a library guide (Kate's Libguide) designed for you on the UR Courses site or <http://uregina.libguides.com/cat.php?cid=21181>.
- **UR International** provides free academic and non-academic assistance (e.g., English language services, transition and adjustment to a new learning environment) to international students. <https://www.uregina.ca/international/>

SPECIAL NEEDS

If you have a special accommodation need, please contact the Centre for Student Accessibility at (306) 585-4631, or e-mail: accessibility@uregina.ca. If you require an accommodation, please ensure the proper documents are provided by the Student Accessibility Office and discuss your needs with the instructor as early as possible.

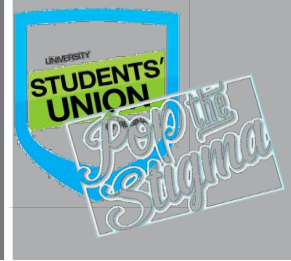
HARASSMENT POLICY

The University of Regina promotes a learning, working and living environment that is respectful and free of harassment and discrimination. The University will neither tolerate nor condone any inappropriate or irresponsible conduct including any behavior, which creates an intimidating, hostile or offensive environment for study through the harassment of and /or discrimination towards an individual or group. The Respectful University Policy may be found at <https://www.uregina.ca/policy/browse-policy/policy-GOV-100-015.html>. Some situations that do not constitute harassment include, but are not limited to:

- The correction, grading, assessment or appropriate criticism of any student's academic efforts, even if they are adverse or if the student does not agree.
- Insistence on academic excellence or a reasonable quality of job performance.
- The free academic study, discussion and debate of controversial topics in an academic environment, including topics that may be offensive to groups or individuals.
- Practices required or permitted by law or contract; practices and procedures that are reasonable and bona fide in the circumstances.
- The statement of any opinion by a person who has been legitimately asked to state their opinion.
- Lively discussion of issues in the course of legitimate academic inquiry and scholarly research.
- Light-hearted banter and joking that is welcomed by the recipient(s).

If you have concerns about any conduct occurring in BUS 260, please discuss this with the instructor. You may also review the *Respectful University Policy Procedures (Revised 2017)* at www.uregina.ca or contact Coordinator, Respectful University Services at (306) 585-5400 or respect@uregina.ca.

University of Regina Counselling Services



Feeling Stressed? Always worried?

Some stress is normal when you're going to university but **1 in 5 students** will suffer from enough distress that they **would benefit from counselling**.

What can I do?

The U of R offers several counselling services free of charge for students at the U of R. These sessions are confidential and easy to access for students – simply go to the second floor of Riddell, Room 251 to make an appointment.

When should you go?

Knowing when to schedule an appointment can be tough. Some common issues you might need help with include test anxiety, if you've experienced a trauma like losing a family member or a close friend, or if you've recently ended a relationship.

If the feelings you're experiencing are more intense and severe counselling services can also provide urgent service within 3 days and referrals as needed.

What options are available for me?

Personal Counselling – This is a great option if you'd like one on one attention for things like anxiety and panic, relationship conflict, depression, grief and loss, academic issues, body image and substance abuse. Up to 5 sessions are free per semester. Try it – talking about your problems can be more helpful than you might think!

Group Counselling – Simply put, you're not alone. Many students are experiencing the same things as you. The U of R offers a wide variety of group counselling opportunities that can help teach many skills for managing your mental health, including: Meditation and relaxation, Healthy relationships, Stress Management and Self-Care.

But I can't afford counselling...

Seeking counselling doesn't have to be cost prohibitive. Many students can benefit from the 5 free sessions offered by the University as a benefit of being a student.

If you need more sessions make sure you contact URSU and visit www.iHaveAPlan.ca. Many expenses that are related to mental health, including going to a psychologist, are partially covered by your Student Health and Dental Plan!

What else can I do?

Self-care - taking better care of yourself, can help you out. Eating better, working out, smoking and drinking less and balancing school with fun can all help with mental health!

Have a problem but don't know how to fix it?

URSU's Student Advocate can help you free of charge!

- Academic Appeals
- Disciplinary Appeals
- Student Loan Appeals
- E-mail advocate@ursu.ca to schedule an appointment today!
- Emergency Bursaries
- Notary Public
- Rentalsman Appeals

